

		Office Of the Comptroller Commonwealth Of Massachusetts New Grant (Non-ISA) Set Up Form	
DATE: BUDGET FISCAL YEAR:		SUBMIT FORM TO:	Revenue Bureau - Office of the Comptroller One Ashburton Place, 9th Floor Boston, Massachusetts 02108
DEPARTMENT NAME:			
Revenue Budget		CTR ONLY	
Revenue Source		Revenue Bureau will assign	
Central Budget Structure (BGCN - BQ89)		COMPLETED BY DEPARTMENT	
Appropriation Number:			
Payroll Indicator Yes <input type="checkbox"/> No <input type="checkbox"/>			
Budgetary Estimated Receipts \$			
BGCN Document Identification No.			
Cost Accounting Structure (BGRG- BQ88)		COMPLETED BY DEPARTMENT	
Federal Grant Award Amount \$			
BGRG Document Identification No.			
Major Program Table Set-Up		COMPLETED BY DEPARTMENT	
Major Program (6 chars. or less):			
Major Program Name:			
Major Program Short Name (same as Appropriation number):			
Program Period Table Set-Up OR Extended Program Period		COMPLETED BY DEPARTMENT	
Program Period:	Effective From Date:	Effective To Date:	
Program Period Name:			
Short Name:			
Program Table Set-Up		COMPLETED BY DEPARTMENT	
Program Period:	Effective From Date:	Effective To Date:	
Program Code (10 char or less, 1 st character F if Federal):			
Program Name:			
Program Short Name:			
Sub Account:			
Funding Profile - Funding Line		COMPLETED BY DEPARTMENT	
Draw Name	Customer ID	Payment System Code – Check one box	
EDCAPS	VC7000000001	D <input type="checkbox"/>	
ECHO	VC7000000002	E <input type="checkbox"/>	
LOCES	VC7000000003	L <input type="checkbox"/>	
SMARTLINK	VC7000000004	S <input type="checkbox"/>	
ASAP- OTHER	VC7000000005	Y <input type="checkbox"/>	
ASAP	VC7000000006	Z <input type="checkbox"/>	
GRANT- NON DRAW	VC7000000007	No Code <input type="checkbox"/>	
Funding Identification		COMPLETED BY DEPARTMENT	
Federal Catalog Agency (2 digit code):			
Federal Catalog Suffix (3 digit code):			
Letter of Credit No.:			
Mandatory Requirements - Attachments			
Federal Grant Award Letter		Yes <input type="checkbox"/>	
Federal Grant Award Form		Yes <input type="checkbox"/>	
Approved By Committee		Yes <input type="checkbox"/>	
Joint Committee on Veterans and Federal Affair Letter		Yes <input type="checkbox"/>	
COMMENTS:			

Department Head/ Authorized Signatory: _____

Grant Liaison _____ Telephone _____ Email _____

Instruction for Completion of a New Grant (Non-ISA) Form

DATE:	Enter the Date the form submitted to the Office of the Comptroller
BUDGET FISCAL YEAR	Enter the Budget Fiscal Year
SUBMIT FORM TO:	All Grant Forms must be forwarded to the Office of the Comptroller Revenue Bureau for processing, at the address provided. Forms addressed to other Bureaus could affect processing time.
DEPARTMENT NAME:	Enter the name of the department submitting the form
Revenue Budget	Section completed by CTR
Central Budget Structure	Enter the Appropriation Number assigned by ANF, a Payroll indicator of Yes or No , the amount of the Estimated Budgetary Receipts , (the amount of estimated cash flow from the grant during this state fiscal year including accounts payable) and the MMARS Document Identification Number for the Central Expense Document (BGCN)
Cost Accounting Structure	Enter the dollar amount of the entire Federal Grant Award . Note: If the entire award is modified (increased or decreased) enter the amount , the MMARS Document Identification Number for the Reimbursable Grant Budget Document (BGRG)
Major Program Table Set-Up	This sets up the cost accounting hierarchy with groups of activities (programs) all part of one structure. For example – a major program could be wastewater management – WASTE. All documents (contracts, encumbrances, payments will reference this code.) Enter the 6 (or fewer) character Major Program Code assigned by the department, the full Major Program Name , the Major Program Short Name must be the Appropriation number.
Program Period Table Set-Up OR Extended Program Period (EPP)	This establishes the effective period of the grant. Please note that end dates are “hard edited” by the system, thus please take into account the accounts payable period for grants when establishing this date. Multiple periods allow for easy periodic reporting aligned to federal reporting dates. However, a parent department may choose to use 1 reporting period – EPP – that encompasses all dates. The downside of this method is that specific periodic federal reporting by the system is not achieved. Enter the Program Period or Extended Program Period (EPP) information. Enter the Program (to and from) Effective Dates, Program Period Name, Short Name.
Program Table Set-Up	Enter the 10 (or fewer) characters. All Federal Program codes must begin with the letter F . This is the second level of the cost accounting hierarchy. Programs are individual activities within a Major Program. Using the major program example, a program could be for stormwater discharge – the program code would be Fstormdis . All documents (contracts, encumbrances, payments will reference this code.) If a subaccount changes, this code must change. The Program Short Name must reference the appropriation account. The subaccount must be the subaccount in the award letter or the draw on the federal grant will fail.
Funding Profile - Funding Line	This must be filled out properly – indicating the federal payment system to be used. If the wrong payment system is indicated, the draw on the federal grant will fail. Enter a check in or opposite the box appropriate for the Payment System Code
Funding Identification	Enter the 2 digit Federal Catalog Agency code and the 3 digit Federal Catalog Suffix code from your award letter or contact the appropriate agency. This must align to the grant award. The proper grant identification information is a federal reporting requirement.
Mandatory Requirements - Attachments	The Office of the Comptroller requires that the documents listed as Mandatory Requirements –Attachments be provided for approval to occur.
Department Head/Authorized Signatory	Please secure appropriate signature. The Department Head or Authorized Signatory must enter signature and date in ink.
Grant Liaison	Please enter the name of the Department Grant Liaison and a contact number and email address should questions arise concerning your new grant.